

Commonwealth of Massachusetts Human Resources Division

EDUCATION AND EXPERIENCE RATING SHEET INSTRUCTIONS

ENVIRONMENTAL POLICE OFFICER C

ENVIRONMENTAL POLICE OFFICER D

EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS/OFFICE OF LAW ENFORCEMENT

Promotional Examination Date: June 7, 2008

SUMMARY OF EXAMINATION PROCESS:

You will rate yourself: In this examination component you will rate your own education, training, and work experience against a standard schedule. You do so by filling out the Rating Sheet. A standard schedule is a list of all types and levels of education, training, work experience, licensure, and other credentials which demonstrate your qualifications for the examination title and for which you may receive credit toward your examination score.

Everything that can receive credit is listed in these instructions: The standard schedule is in these instructions that explain how to fill out the rating sheet. The circles on the Rating Sheet correspond to the items on the standard schedule. The amount of credit which each circle on the Rating Sheet will receive has been decided in advance and entered into a computer program. Your Rating Sheet will be machine scored using this program.

DO NOT ATTEMPT TO FILL OUT THE RATING SHEET WITHOUT READING ALL OF THESE INSTRUCTIONS. OTHERWISE, YOU COULD RECEIVE A LOWER SCORE THAN YOU DESERVE. KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.

PLEASE NOTE: Complete your Rating Sheet on your own to the best of your ability. Accurate completion of the education and experience Rating Sheet is considered part of the examination. In order to guarantee that no one receives any type of unfair advantage in the rating process, be advised that we are unable to provide individualized assistance to any applicant in filling out the Rating Sheet. **PLEASE, NO PHONE CALLS OR EMAIL INQUIRIES.** Positions in the Environmental Police Officer C and D classifications require the ability to read and understand instructions and take necessary steps to remember and implement them. Failure to follow any instructions with this examination component is cause for disqualification.

GENERAL INSTRUCTIONS: Please carefully read and follow these instructions. They may differ from the instructions for other examinations that you may have taken.

Fill out the worksheet in advance: Fill out the worksheet version of the rating sheet before you go to the examination. [You may download and print a copy of the worksheet and the E & E Rating Sheet Instructions from HRD's internet website at http://www.mass.gov/civilservice.](http://www.mass.gov/civilservice) At the examination you will copy the information from the worksheet onto the actual rating sheet that is printed in red.

How the worksheet will be used: **Remember to bring your completed worksheet to the examination.** Once you have transferred the information from the worksheet onto the Rating Sheet, which will be used for scoring purposes, the room monitor will collect the Rating Sheets. **Keep your worksheet for your own records.**

GENERAL INSTRUCTIONS (Continued)

The Human Resources Division requires the submission of supporting documentation for all claims presented on your Rating Sheet. Please bring copies of this documentation such as college transcripts with you to the examination site, or mail the copies to HRD within seven calendar days after the date of the examination. **(Copies of documentation must be postmarked no later than June 14, 2008.)** Work experience claims must be supported by a signed letter from the appointing authority on original letterhead stating **the dates of employment at each grade level**, whether this was full-time or part-time employment including any provisional time and other related data. If part-time experience, the number of hours per week worked at each part-time grade level must be provided. No photocopies of these verification letters will be accepted. ANY education or experience claim that is not accompanied by supporting documentation will be removed from your original score. No new type of credit can be introduced once you submit your education and experience Rating Sheet. Please be thorough.

HRD will accept electronic documents via email attachments for experience and education verification. Applicants may submit electronically copies of their transcripts and DD214's. The electronic version of an official employment verification letter should be submitted directly by the appointing authority or his/her designee. Please submit documents to Vivian.W.Lee@hrd.state.ma.us. Should the issue of authenticity ever arise with the electronic documents at any point during the review process or during the life of this promotional list, applicants must submit original supporting documentation to HRD.

Once you receive your examination score, you will have seventeen calendar days from the mailing of your score to file an appeal of the scoring of your Education and Experience points.

All of your responses on the Rating Sheet are subject to verification by the appointing authority. Be prepared to provide copies of supporting documentation such as college transcripts, DD214, etc. to the appointing authority upon request.

When you fill out the actual RATING SHEET at the examination site:

- Use only a No. 2 pencil to fill out the Rating Sheet.
- Fill in the circles corresponding to your responses completely.
- Erase errors and stray pencil marks completely and cleanly.
- Do not staple or fold the Rating Sheet.

I. IDENTIFICATION:

Name, date of birth, date: Print your name, date of birth, and today's date in the spaces provided. Sign your name in the space marked signature.

Signature: Information you provide on this form is subject to verification by the appointing authority at the time of interview. Your signature indicates you know that false information may result in disqualification and possible penalties of perjury.

Announcement number: Find the number on the examination announcement. Enter that number in the ann. no. block of the Rating Sheet. Fill in the circles corresponding to that number.

Social Security Number: Enter your social security number in the social security no. block of the Rating Sheet. Fill in the circles corresponding to that number.

II. ELIGIBILITY: INSTRUCTIONS FOR PROMOTIONAL EXAMINATIONS

These instructions explain how to indicate your eligibility for a promotional examination **as of the date of the examination**. Contact your local personnel office if you need more information about your civil service status, or if you are unsure of how the following questions apply to your eligibility.

IIA.(1) You must meet this requirement to be eligible: Answer yes if you have been employed in the Executive Office of Environmental Affairs/Office of Law Enforcement for the past 12 full months before the examination date as a permanent or temporary civil service employee. If you answer no or leave this item blank, you will be marked ineligible for this examination.

YOU MUST ALSO MEET THE REQUIREMENTS IN IIA.(2) TO BE ELIGIBLE.

IIA.(2) Answer yes if you have ever been employed in the Executive Office of Environmental Affairs/Office of Law Enforcement as a temporary or permanent civil service employee in one of the eligible titles listed on the poster for at least 12 full months prior to the date of the examination. If the answer is yes and you answered yes to Section IIA.(1), you are eligible. If you answer no, or leave this item blank, you will be marked ineligible for this examination.

IIB. Do not answer. Not applicable to this examination.

IIC. Do not answer. Not applicable to this examination.

III. WORK EXPERIENCE:

CREDITING WORK EXPERIENCE: In this section you rate your work experience as of the date of the examination based on type, amount, and recency. After you have read the instructions on this and the following page, read the description of each experience category, beginning with Category 1 and working down the page. Do not rate any category in which you have less than one month of experience and do not indicate the same work experience in more than one category.

SPECIAL INSTRUCTIONS FOR CATEGORY 5: Category 5 allows you to receive credit for experience within the specified department as a permanent full-time Environmental Police Officer or above which occurred **prior** to June 7, 1996. If you have experience in more than one title which applies to this category, add the time spent in each title together and record the total time in the appropriate response area. Experience in the specified department as a Permanent Environmental Police Officer A/B or an Environmental Police C or an Environmental Police Officer D, occurring on or after June 7, 1996 should be recorded in the applicable previous category (Categories 1-3). Record experience which occurred from June 7, 1991 to June 7, 1996 in column (1) of Category 5. Record experience prior to June 7, 1991 in column (2) of Category 5.

RECENT VS. OLDER EXPERIENCE: There are separate places to put recent and older experience in each category: If you have experience in a category (except Category 5), fill in the circle to the right of that category in column (1) corresponding to the amount of experience you have had within 5 years of the examination date and fill in a circle to the right of that category in column (2) corresponding to the amount of experience you had more than five years before the examination date.

- Include "provisional" experience in the title in which you were paid.
- Do not rate any category in which you have less than **one month** (16 or more full work days or shifts, or 172 hours) of experience and do not indicate the same work experience in more than **one** category. The maximum range for any category, or combined categories in column 1, is 48-59 months for recent experience.
- Prorate part-time experience on the basis of a 40-hour work week. Example: If you worked 20 hours per week for 30 months, that is prorated as 15 months. Therefore, you should fill in the range for 12-23 months.

III. WORK EXPERIENCE (Continued):

BREAKS IN SERVICE: If a candidate has an absence due to a suspension that involves either 16 work days/shifts or more, or a calendar month or longer, HRD will not grant E & E points for that period of time. HRD also does not credit any breaks in service due to layoffs or disability retirement.

MARK ONLY ONE CIRCLE PER COLUMN: Do not fill in more than one circle in the same column. Depending on the length of time spent in particular positions, it is possible to have responses in both column (1) and column (2) of the same category. Use both columns as needed. Count 16 or more full work days or shifts in a month as a full month.

EXAMPLE: As of the examination date, you have been performing the work described in Category 2 since April 7, 1995. Fill in the circle to the right of the time range 48-59 months in Category 2, column (1) to reflect your Category 2 experience on or after June 7, 2003. Also fill in the circle to the right of the time range 71-83 months (printed as over 71 months on the rating sheet) in Category 2, column (2) to reflect your remaining experience which occurred between June 7, 1996 and June 7, 2003. **INCLUDE YOUR CATEGORY 2 EXPERIENCE WHICH OCCURRED PRIOR TO June 7, 1996 IN CATEGORY 5.** Fill in the circle to the right of the time range 12-23 months in Category 5, column (1) to record your Category 2 experience which occurred from April 7, 1995 to June 7, 1996 (14 months).

Category 2	(1)	(2)
Under 6 months	<input type="radio"/>	<input type="radio"/>
6 - 11 months	<input type="radio"/>	<input type="radio"/>
12 - 23 months	<input type="radio"/>	<input type="radio"/>
24 - 35 months	<input type="radio"/>	<input type="radio"/>
36 - 47 months	<input type="radio"/>	<input type="radio"/>
48 - 59 months	<input checked="" type="radio"/>	<input type="radio"/>
60 - 71 months		<input type="radio"/>
Over 71 months		<input checked="" type="radio"/>

Category 5	(1)	(2)
Under 6 months	<input type="radio"/>	<input type="radio"/>
6 - 11 months	<input type="radio"/>	<input type="radio"/>
12 - 23 months	<input checked="" type="radio"/>	<input type="radio"/>
24 - 35 months	<input type="radio"/>	<input type="radio"/>
36 - 47 months	<input type="radio"/>	<input type="radio"/>
48 - 59 months	<input type="radio"/>	<input type="radio"/>
60 - 71 months		<input type="radio"/>
Over 71 months		<input type="radio"/>

Caution: Note that the maximum range for any single category (or combined categories in column 1) is 48-59 months for recent experience, plus over 71 months of experience which occurred more than five years prior to the date of the examination. In the above example, if in Category 2 you just marked the circle for "Over 71 months" in column (2) you would lose credit for your most recent five years of experience as well as your older Category 5 experience! The specified department is the one stated on the poster for the announcement number for which you are filling out a Rating Sheet.

III. WORK EXPERIENCE (Continued):

Categories 1-5 include experience in the **Executive Office of Environmental Affairs/Office of Law Enforcement** (formerly known as the Department of Fisheries, Wildlife and Environmental Law Enforcement) only. No extra credit is given for specialized work assignments such as training officer.

Category 1: Experience in the **specified department** in **Environmental Police Officer D** (Lieutenant) or higher positions. Experience from **June 7, 2003 to June 7, 2008** should be recorded in column (1). Record experience which occurred **prior to June 7, 2003** in column (2).

Category 2: Experience in the **specified department** in **Environmental Police Officer C** (Sergeant) or higher positions below the rank of Environmental Police Officer D. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **June 7, 2003 to June 7, 2008** should be recorded in column (1). Record experience which occurred **prior to June 7, 2003** in column (2).

Category 3: Experience in the **specified department** in **Environmental Police Officer A/B** or higher positions below the rank of Environmental Police Officer C. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **June 7, 2003 to June 7, 2008** should be recorded in column (1). Experience prior to **June 7, 2003** should be recorded in column (2).

Category 4: Any experience in the **specified department** in other than Environmental Police Officer titles. **Do not include experience in the Environmental Police Officer career ladder or in positions which supervised Environmental Police Officers. Do not include experience for which you have given yourself credit in a previous category.** Experience from **June 7, 2003 to June 7, 2008** should be recorded in column (1). **Do not include experience for which you have given yourself credit in a previous category.** Experience **prior to June 7, 2003** should be recorded in column (2).

Category 5: Experience in the **specified department** in a permanent full-time Environmental Police Officer position or higher which occurred **prior to June 7, 1996**. This category allows you to claim credit for experience in the specified department as a permanent full-time Environmental Police Officer A/B or an Environmental Police Officer C, **which you have not made claims in Category 2 or in Category 3.** Experience from **June 7, 1991 to June 7, 1996** should be recorded in column (1). Record experience which occurred **prior to June 7, 1991** in column (2).

Categories 6-8 include experience outside the specified department only.

Category 6: Experience **outside** the specified department in a recognized federal, state, or municipal police department which involved full police powers such as a Natural Resource Officer, Environmental/Conservation Law Enforcement Officer, Police Officer, Sheriff, Court Officer, Federal Marshall, Campus Police Officer, Military Police Officer, or as a special agent employed by a branch of the United States Government such as the Fish and Wildlife Service, the National Marine Fisheries Service, the Federal Bureau of Investigation, the Customs Service, the Drug Enforcement Agency, or the Bureau of Alcohol, Tobacco, and Firearms. Experience from **June 7, 2003 to June 7, 2008** should be recorded in column (1). **Do not include experience for which you have given yourself credit in a previous category.** Experience **prior to June 7, 2003** should be recorded in column (2).

Category 7: Experience **outside** the specified department, other than police work, in wildlife or fisheries conservation or management, natural resource conservation or management, biological or environmental science or environmental protection work. Experience from **June 7, 2003 to June 7, 2008** should be recorded in column (1). **Do not include experience for which you have given yourself credit in a previous category.** Experience **prior to June 7, 2003** should be recorded in column (2).

Category 8: Experience **outside** the specified department in other positions related to police work, investigatory work, security work, care and custody of inmates, or the policing of property such as police cadet, special police, auxiliary police, police dispatcher, evidence technician, fingerprint technician, police laboratory technician, criminalist, private investigator, security guard, correction officer, parole officer, probation officer, or claims investigator. Experience from **June 7, 2003 to June 7, 2008** should be recorded in column (1). **Do not include experience for which you have given yourself credit in a previous category.** Experience **prior to June 7, 2003** should be recorded in column (2).

IV. EDUCATION AND TRAINING: Indicate your education and training as of the date of the examination.

IVA. (1, 2, 3) Do not answer. Not applicable to this examination.

IVB. STEP 1 - READ THE LIST OF DEGREES IN EACH CATEGORY:

Category 1: Environmental science, biology, oceanography, ecology, natural resource management, wildlife management, fisheries management, forestry, conservation law enforcement, and law enforcement.

Category 2: All other fields.

STEP 2 - INDICATE COLLEGE DEGREES YOU HAVE EARNED AS FOLLOWS:

If you have a degree in a field listed in **Category 1**, indicate the **highest** degree you have received from a recognized college or university in the column for Category 1 and **make no entries** in Category 2. Finish reading this page and then read Step 3.

If you have a degree in a field listed in **Category 2** but not in Category 1, indicate the **highest** degree you have received from a recognized college or university in the column for Category 2 and **make no entries** in Category 1. If you do not have a degree, but have successfully earned credits toward a degree from a recognized college or university, **make no entries in either degree category, and go to Step 3.**

In either category, each level beyond "None" receives credit for an additional 60 semester hours. You will receive credit for all levels up to and including the one you checked. **Do not indicate the same degree more than once or in more than one category.** If you have not completed any degree, check "None".

Non-matriculated semester hours, or semester hours earned in a non-degree (Certificate) program are not eligible for E&E credit.

A recognized college or university shall mean an accredited higher education institution a) in the United States, or b) granting degrees or degree program credits that are recognized by an approved United States accrediting agency or that are transferable to an accredited higher education institution in the United States.

Example: If you have a **Bachelor's** degree in a field listed in Category 1 fill in the circle next to **Bachelor's** in Category 1.

Note: If you have a Bachelor of Laws degree (LL.B.) you should fill in the circle next to "Doctorate" in Category 1.

IV. EDUCATION AND TRAINING (Continued):

STEP 3 - INDICATE SUCCESSFULLY COMPLETED COURSES AT A RECOGNIZED COLLEGE OR UNIVERSITY WHICH WERE EARNED TOWARD AN UNFINISHED DEGREE, OR WERE NOT COUNTED TOWARD A DEGREE CREDITED IN STEP 2, ABOVE, AS FOLLOWS: (Note: Do not include continuing education credits or other education not credited toward a degree.)

In the circles to the right of the Rating Sheet, section IVB, indicate any courses credited toward an unfinished degree or any additional **semester** hours not included in any of the degrees which you

If you have two degrees at the same level (for example, two Bachelor's degrees) include the **semester** hours for the second degree in the appropriate category of the Rating Sheet, section IVB. Also include **semester** hours for any degrees in Category 2 **beyond** your degree in Category 1. An example is a Master's degree in Category 2 if, in **STEP 2**, you claimed a Bachelor's degree in Category 1. **Do not indicate the same college courses (or semester hours) more than once or in more than one category.**

Example: If you claimed a Bachelor's degree in Category 1 in **STEP 2** and then earned an additional 15 semester hours towards your Master's degree in a field listed in Category 1 fill in circles for **015** semester hours in Category 1. If you then earned a Master's degree in Category 2 fill in the circles for **060** in Category 2.

Category	
(1)	(2)
0	1
5	0
6	0
0	0
0	0
1	1
1	1
1	1
2	2
2	2
3	3
3	3
4	4
4	4
5	5
5	5
6	6
6	6
7	7
7	7
8	8
8	8
9	9
9	9

IVC. Do not answer. Not applicable to this examination. No education other than courses taken at recognized degree-granting institutions are credited for this examination.

V. **COLLATERAL SKILLS:** VA, VB, VC, VD. Do not answer. Not applicable to this examination.